

Posted: November 9, 2016

**Notice of Position Available  
and  
Job Description  
for  
Assistant Deputy Clerk, Office of the Clerk  
Supreme Court of Mississippi  
and Court of Appeals of the State of Mississippi**

The Office of the Clerk of the Supreme Court and Court of Appeals is seeking to fill the position of Assistant Deputy Clerk. This position is open and available as of November 9, 2016.

The Supreme Court and the Court of Appeals are equal opportunity employers.

**Characteristics of Work**

The position of Assistant Deputy Clerk involves technical and accurate entry of data into the computerized case tracking system of the Court and preparing and maintaining, accurate dockets of all cases filed. The work consists of meeting daily deadlines with the work being done under the general direction of the Clerk. Caseflow management is the primary function of the Supreme Court Clerk's Office.

**Examples of Work**

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position.

- Files and retrieves records, reports, transcripts, legal certificates, briefs, motions, petitions and other materials.

- Gathers or gives out information concerning legal matters over the telephone or through personal contact.

- Prepares technical letters, memoranda, reports, mandates, or other legal documents.

- Examines legal documents to ensure accuracy and completeness of information and conformance to applicable laws, rules, regulations, or other requirements.

- Proofs typed legal copy for errors in spelling, punctuation, and grammar.

- Performs legal research as directed.

Related or similar duties are performed as required or assigned.

## **Minimum Requirements**

Bachelor's degree from an accredited four year university and two years' experience in work or similar work related duties OR graduation from a standard four year high school or equivalent (GED) and four (4) years of experience in recording and transmission of legal or other data or similar work related to the above duties AND word processing and data entry experience. Experience in a legal setting is preferred.

All qualified persons interested in this position should apply in writing by submitting a letter and resume with three references addressed to:

Muriel B. Ellis, Clerk of the Court  
450 High Street, Jackson, Mississippi 39201  
Post Office Box 249, Jackson, Mississippi 39205  
[mellis@courts.ms.gov](mailto:mellis@courts.ms.gov)  
Tel: 601-359-2175  
Fax: 601-359-2407

Applications must be received by Friday, December 9, 2016.